

DOCUMENTS REQUIRED FOR FILING IN iPERMS

SUMMARY OF CHANGES

New, changed or removed documents are shown in the table below. Remarks or special filing instructions for “removed documents” are shown in the adjacent column

NEW DOCUMENTS	CHANGED DOCUMENTS	REMOVED DOCUMENTS	REMARKS/SPECIAL FILING INSTRUCTIONS
AHRC 3924	DD 2351	CSMACT	Now filed as RECL ACTION
CLOTHING MEMO	DD 2492	MOB MISC R	No longer used
DD 1351-2	WEIGHT PGM	VA 00-3101	No longer used
DD 2475	DA 2173	VA 07-3101	No longer used
DD 2556	DD 261	VA 07-3101A	No longer used
DD2857	TRANSCRIPTS	VA 21-3101	No longer used
DD 2919	DD 1966	VA 29-8285	No longer used
USARC 24-R	DD 1966 OC	VA 70-3101-4	No longer used
USAR 30-R	DIPLOMA BA BS	ARRR	No longer used
AR 15 E-4 BELOW	DIPLOMA RN	1AO-NC	Now filed as DACORB
DACORB	PHD DIPLOMA	1AO-RMVL	
AGDRB	MS DIPLOMA	10-DISCH	
DOMESTIC PARTNER DOC	DIPLOMA	1AO-CLASS	
AER-R	AA DEGREE	ATSC 157	No longer used
	DA 1059		
	DA 1059-1		
	DA 2166-7		
	DA 2166-8-R		
	DA 67-9		
	DA 67-9-R		
	DA 705		

NOTE: (#1) Documents listed in any category above are also designated with an asterisk (*) after the document name and are in red bold letters.

(#2) Documents are broken into two listings. The first section is documents used by all components. The second section is National Guard specific documents. Used only by the National Guard

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
670 USAREC	MORAL WAIVER WORKSHEET	Service	
AA DEGREE*	ASSOCIATES DEGREE	Performance	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and AA DEGREE
ABCMR	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS	Restricted unless otherwise directed by the ABCMR.	File the ABCMR decision memorandum/letter, record of proceedings, and application (with continuation pages when provided).
ACCESSION BONUS	WRITTEN AGREEMENT OFFICER ACCESSION BONUS	Service	
ACSO MEMO	ADJUSTMENT TO CONTRACTUAL SERVICE OBLIGATION (DA 5658-R)	Service	
ADHOC BD	SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE DECISION	Service, Restricted	File the decision memorandum signed "For the Secretary of the Army" in the Service folder. The remaining board proceedings and enclosures are filed in the Restricted folder.
ADMIN CRED	ADMINISTRATIVE DETERMINATION OF CREDIT FOR SERVICE NOT AVAILABLE FROM RECORDS	Service	
ADMIN PAY DATA	OTHER ENTITLEMENTS VERIFICATION OF ADMINISTRATION PAY DATA	Finance, Mobilization/Deployment	
ADMIN OTHER	ADMINISTRATIVE DOCUMENTS – OTHER SERVICES (AF, MC, USN, CG)	Service	
ADOPT RCD	ADOPTION RECORD CERTIFYING THE LEGAL PARENTS OF A SERVICE MEMBER	Service	
ADRB	ARMY REVIEW BOARD CASE DECISION	Restricted (O) unless otherwise directed by the Discharge Review Board.	File only with Discharge Review Board decision memorandum/letter, record of proceedings, and application (with continuation pages when provided).
ADRRB	ARMY DISABILITY RATING REVIEW BOARD (ADRRB) DECISION	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AACP	CONTRACT FOR THE ARMY MEDICAL DEPARTMENT ENLISTED COMMISSIONING PROGRAM OVER 10 YEARS ACTIVE FEDERAL SERVICE	Service	
AER-R*	ACADEMIC EVALUATION REPORT (R)	Performance	DA FORM 1059s can be distributed electronically to HQDA/HRC using ATRRS. Otherwise, hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept# 470, Ft Knox, KY 40122. For ARNG: This document will be processed at the State G1/S1.
AF 190	AIR FORCE RESERVE PERSONNEL RECORD CARD	Service	
AF 7	AIRMAN MILITARY RECORD	Service	
AF 712	AIR FORCE RESERVE PERSONNEL REPORT OF TOTAL ALLOWABLE POINTS & SERVICE	Service	
AFFILIATION BONUS	WRITTEN AGREEMENT OFFICER AFFILIATION BONUS	Service	
AGDRB*	ARMY GRADE DETERMINATION REVIEW BOARD CASE DECISION	Service	
AHRC 249	CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS	Service, Mobilization/Deployment	File only upon discharge, retirement, death, or change in Component.
AHRC 3924*	INDIVIDUAL ACTIVE DUTY CERTIFICATE OF PERFORMANCE	Finance	
AMEDD-ASP	ARMY MEDICAL ADDITIONAL SPECAIL PAY(AMEDD-ASP)	Service	
AMEDD-BCP	ARMY MEDICAL BOARD CERTIFICATION PAY (AMEDD-BCP)	Service	
AMEDD COMM	STATEMENT FOR COMMISSIONING AMEDD OFFICER	Service	
AMEDD-ISP	ARMY MEDICAL INCENTIVE SPECAIL PAY (AMEDD-ISP)	Service	
AMEDD-MSP	MEDICAL CORPS COMBINED/MULTIPLE YEAR SPECAIL PAY (AMEDD-MSP)	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ANNULMENT DECREE	ANNULMENT DECREE	Finance, Mobilization/Deployment	
AOC-SI	AREA OF CONCENTRATION-SKILL IDENTIFIER (AOC-SI) CLASSIFICATION AWARD LETTER	Service	
APDRB	ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59)	Service Gen	
APL DNY-P	DOC DENY /PART DENY APPEAL REMOV UNFAV INFO		
APP ST AG	GENERAL AGREEMENT-ROTC	Service	
APPL AD	APPLICATION FOR ACTIVE DUTY	Service Gen	
APPL RET BE	APPLICATION FOR RETIREMENT BENEFITS	Service	
APPLIND ENL	APPLICATION FOR DETERMINATION OF ELIGIBILITY FOR INDUCTION/ENLISTMENT/REENLIST	Service	
APPLTRS	APPROVED REQUESTS, LETTERS, APPLICATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY	Service	
APPRSEPS	CASE FILES FOR APPROVED SEPARATIONS	Service	This includes Chapter packets.
APPT LTR	DEPARTMENT OF THE ARMY APPOINTMENT LETTER	Service	
APPT ORDER	APPOINTMENT ORDERS	Service	
APT ORD AMD	AMENDED APPOINTMENT ORDERS	Service	
ARNG GO APP	EXTRACT OF STATE CODE PERTINENT TO RANK & TENURE FOR ARMY NATIONAL GUARD GENERAL OFFICER APPOINTEES	Service	
AR 15 E-4 BELOW*	ARTICLE 15 FOR E-4 AND BELOW	Restricted	File only the Article 15 itself; no allied or supporting documents. Captured for the sole purpose of audit readiness. Access to this document is limited to System Administrators only.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ASSN INCENT PAY	ASSIGNMENT INCENTIVE PAY MEMORANDUM	Service, Finance	
AVN AWD DOC	DOCUMENTS AWARDING AVIATION BADGES, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED	Performance, , Flight	
AVN SVC	ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service, Flight	
AVN SVC AMD	AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service, Flight	
AWARD POSTHUMOUS	DOCUMENTS CONCERNING POSTHUMOUS AWARDS	Service	
AWD DOC	DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED	Performance,	<p>Unit awards for permanent wear only are authorized for filing. On orders listing more than one award, it must identify which award/unit is applicable.</p> <p>Per AR 600-8-22, all Foreign Awards submitted to iPERMS for inclusion in a Soldier's OMPF, must be accompanied by a Memorandum or DA 4187 signed by their 'BG 0/7 or higher and Colonel level commanders who exercise general court-martial authority or from HRC Awards Branch, approving the acceptance and wear of the award. Any foreign awards submitted to iPERMS without the Memorandum or DA 4187 will not be added to a Soldier's OMPF. If a foreign award is authorized for acceptance only and not for wear, it is not authorized for filing. For ARNG: DA 4187 not required with this document.</p>

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AWD OR AMND	AMEND ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	Performance, Mobilization/Deployment	
AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	Performance, Mobilization/Deployment	
AWD/MOS-ASI	AWARD/MILITARY OCCUPATIONAL SPECIALTY-ADDITIONAL SKILL IDENTIFIER ORDER	Performance, Service	Order announcing an award/badge and a change to MOS ASI/SQI will be filed as this.
AWOL CHANGE	DOCUMENTS THAT AMEND/CHANGE/MAKE GOOD/CORRECT MISTAKEN REPORTS OF ABSENT WITHOUT LEAVE	Service	See filing instructions for DA Form 4187 in this table.
BIO SKETCH	BIOGRAPHICAL SKETCH	Service	Will be filed for General Officers only.
BRANCH TRF	BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL	Service	
CAS REPT	CASUALTY REPORT	Service	
CAS STAT	CORRESPONDENCE /MESSAGES REGARDING CASUALTY STATUS INCLUDING NOTIFICATION TO KIN	Service	
CC 202R/203R/204R	GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT	Service	
CDCC	DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES	Service	File only with accessions contract.
CERT 5YR NG	CERTIFICATION FROM STATE ADJUTANT GENERAL'S THAT AN OFFICER HAS 5 YEARS TO SERVE AFTER APPOINTMENT	Service	
CERT ACHV*	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	Performance,	Only used for military achievements. Do not file when for civilian achievement, appreciation or commendation.
CERT BIRTH SOLDIER	BIRTH CERTIFICATE / PROOF OF BIRTH (SOLDIER)	Service, Mobilization/Deployment	
CERT BIRTH DEPN	BIRTH CERTIFICATE / PROOF OF BIRTH (DEPENDENT)	Service, Mobilization/Deployment, Finance	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CERT NGB	CERTIFICATE OF STATEMENT OF SERVICE	Service	
CERT RESID	CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER	Performance	
CERT SVC	RECORD OF DISCHARGE, RELEASE FROM ACTIVE DUTY, OR DEATH - OTHER SERVICE	Service	
CHANGE REQ	DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA		
CHILD SPT DOC	CHILD SUPPORT DOCUMENT	Mobilization/ Deployment	
CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	Performance, Service	
CITZ STMT	STATEMENT OF CITIZENSHIP	Service, Mobilization/ Deployment	
CIVIL CONV	RECORDS OF CIVIL CONVICTION	Performance, Service	
CLEP/DANTES	CLEP & DANTES COMPLETION CERTIFICATES	Mobilization/ Deployment	
CLOTHING MEMO*	CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on Daily Report of Transactions (DROT).
COMP SVC	COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES	Service	
COMPL DENT	EVIDENCE OF COMPLETION OF DENTAL COURSE FOR DENTAL CORPS OFFICERS	Performance	
CONFMT DEC	HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT	Performance	
CONSENT ETS	CONSENT AFFIDAVIT OF MEMBERS HELD BEYOND ETS OR RELEASE DATE	Service	
CONSTR ENL	CONSTRUCTIVE ENLISTMENT	Service	
COTTAD LTR	CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD)	Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
COURT MAMD	AMENDMENT OF COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)		
COURT MART	COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)		File in the Performance folder when there is an approved finding of guilty on at least one specification. If all approved findings are not guilty, file the order in the Restricted folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order, remove all related orders from the Performance folder and transfer them to the Restricted folder.
CRBA*	COMMAND REVIEW BOARD ACTIONS	Restricted	Only file letter notifying Officer of results.
CRNA	CERTIFIED REGISTERED NURSE ANESTHETIST BONUS (CRNA)	Service	
CRS CMPL 40	COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	Performance	Only full course completions accepted; no sub-courses. A DA 87 will be filed as this document type.
CRS CMPL LESS 40 HRS	COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS	Service	Only full course completions accepted; no sub-courses. A DA 87 will be filed as this document type.
CSRB	CRITICAL SKILL RETENTION BONUS	Service	
DA 1059*	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	Performance, Service	DA FORM 1059s can be distributed electronically to HQDA/HRC using ATRRS. Otherwise, hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept# 470, Ft Knox, KY 40122. For ARNG: This document will be processed at the State G1/S1.
DA 1059-1*	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Performance, Service	DA FORM 1059s can be distributed electronically to HQDA/HRC using ATRRS. Otherwise, hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept# 470, Ft Knox, KY 40122. For ARNG: This document will be processed at the State G1/S1.
DA 1307	INDIVIDUAL JUMP RECORD (AIRBORNE)	Service, Jump	
DA 1315	REENLISTMENT DATA	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	Service	
DA 1506	STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	Service	
DA 1569	TRANSCRIPT OF MILITARY RECORD	Service	
DA 1574	REPORT OF PROCEEDINGS BY INVESTIGATING OFFICER /BOARD OF OFFICERS	Restricted	Used as filing allied document to disciplinary actions or filed as a "stand alone" documents when submitted as a completed AR 15-6 Investigation.
DA 1594	DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG	Service	File only when the log records the death of a service member.
DA 160	APPLICATION FOR ACTIVE DUTY	Service	File only when accompanied by correspondence showing final determination.
DA 1613	RECORDS CROSS REFERENCE		File location depends on the subject of the document.
DA 1618-R	APPLICATION FOR DETAIL AS A STUDENT OFFICER AT A CIVILIAN EDUCATION INSTITUTION OR TRAINING WITH INDUSTRY	Service	
DA 1695	OATH OF EXTENSION OF ENLISTMENT	Service	
DA 1696-R	ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION	Service	
DA 199	PHYSICAL EVALUATION BOARD PROCEEDINGS	Service, Flight	File allied documents.
DA 2	PERSONNEL QUALIFICATION RECORD - PART I	Service, Mobilization/ Deployment	File only as part of a mobilization packet, or file only upon separation or discharge.
DA 2-1	PERSONNEL QUALIFICATION RECORD	Service, Mobilization/ Deployment	File only as part of a mobilization packet, or file only upon separation or discharge.
DA 2166-7*	NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-205)	Performance	All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and the most recent version of the form. For ARNG: This document will be processed at the State G1/S1.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2166-8*	NON-COMMISSIONED OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and the most recent version of the form. For ARNG: This document will be processed at the State G1/S1.
DA 2166-8-R*	NON COMMISSIONED OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and the most recent version of the form. For ARNG: This document will be processed at the State G1/S1.
DA 2173*	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Service	File only LODs for injury found "In the Line of Duty." File DA 2173 and accompanying memorandum. Do not file medical treatment documents. All injury LODs found "not in line of duty" and LODs for death are forwarded to HRC Line of Duty for final approval. For ARNG: File only final approved DA 2173.
DA 2339	APPLICATION FOR VOLUNTARY RETIREMENT	Service	
DA 2441	SUGGESTION AWARD CERTIFICATE	Performance	

(Continued on next page)

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		See Below

DA 2627 ADDITIONAL FILING INSTRUCTIONS: If a record of non-judicial punishment has been designated for filing in a Soldier's restricted section, the Soldier's OMPF will be reviewed to determine if the restricted section contains a previous record of non-judicial punishment. In those cases in which a previous DA Form 2627 (Record of Proceedings under Art. 15, UCMJ), that has not been wholly set aside has been filed in the restricted section and in which prior to that punishment, the Soldier was in the grade of sergeant (SGT) or higher, the present DA Form 2627 will be filed in the performance section. The filing should be recorded on the present DA Form 2627 in block 11. The Soldier concerned and the imposing commander will be informed of the filing of the DA Form 2627 in the performance section.

Place of filing. For Soldiers who are at the rank of specialist (SPC) or CPL and below (prior to punishment) the original will be filed locally in unit non-judicial punishment or unit personnel files. Such locally filed originals will be destroyed at the end of 2 years from the date of imposition of punishment or on the Soldier's transfer to another GCMCA, whichever occurs first. For these Soldiers, the imposing commander should annotate item 4b of DA Form 2627 as "not applicable (N/A)."

For all other Soldiers, the original will be sent to the appropriate custodian for filing in the OMPF. The decision to file the original DA Form 2627 on the performance section or the restricted section in the OMPF will be made by the imposing commander at the time punishment is imposed. The filing decision of the imposing commander is subject to review by any superior authority. However, the superior authority cannot direct that a UCMJ, Art. 15 report be filed in the performance section that the imposing commander directed to be filed in the restricted section. The imposing commander's filing decision will be indicated in item 4b of DA Form 2627. A change in the filing decision should be recorded in block 8 of DA Form 2627.

Records directed for filing in the restricted section will be redirected to the performance section if the Soldier has other records of non-judicial punishment reflecting misconduct in the grade of SGT or higher that have not been wholly set aside and recorded in the restricted section (see para. 3–6, above.)

Records of non-judicial punishment presently filed in either the performance or restricted section of the OMPF will remain so filed, subject to other applicable regulations. Records of non-judicial punishment imposed prior to 1 November 1982 and forwarded on or after 20 May 1980 for inclusion in the OMPF will be filed on the performance section.

Change in status on or after 1 September 1979. On approval of a change in status from enlisted to commissioned officer, on or after 1 September 1979, DA Forms 2627—recording non-judicial punishment received while in an enlisted status and filed in the OMPF—will be transferred to the restricted section of the OMPF. Copies of such records in the career management individual file (CMIF) and unit non-judicial punishment or personnel files will be destroyed.

Wholly set aside since 1 September 1979. All DA Forms 2627 of commissioned officers and enlisted Soldiers filed in the OMPF reflecting that punishments have been wholly set aside (see para. 3–28, above) since 1 September 1979, will routinely be transferred to the restricted section. The DA Form 2627 reflecting the original imposition of punishment, if filed in the military personnel records jacket, CMIF, or unit non-judicial punishment or unit personnel files will be destroyed.

Change in status and wholly set aside prior to 1 September 1979.

(1) On request of the individual Soldier, the following will be transferred to the restricted section of the Soldier's OMPF:

(a) Records of non-judicial punishment received while serving in a prior enlisted status. (b) Records of non-judicial punishment wholly set aside prior to 1 September 1979. Copies of such records filed in the CMIF, military personnel records jacket, or the unit non-judicial punishment or personnel files will be destroyed.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627-1	SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		
DA 2627-2	RECORD OF APPELLATE OR OTHER SUPPLEMENTARY ACTION UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		File in the same location as original DA Form 2627 IAW AR 27-10 Military Justice (3 Oct 2011).
DA 2962	SECURITY TERMINATION STATEMENT	Service	
DA 2981	APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION	Service	
DA 2A	PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - ENLISTED	Service, Mobilization/Deployment	File only as part of a mobilization packet, or file only upon separation or discharge.
DA 2B	PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - OFFICER	Service, Mobilization/Deployment	File only as part of a mobilization packet, or file only upon separation or discharge.
DA 2C	PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - WARRANT OFFICER	Service, Mobilization/Deployment	File only as part of a mobilization packet, or file only upon separation or discharge.
DA 3053	DECLARATION OF RETIRED PAY BENEFITS RECEIVED AND WAIVERS	Mobilization/Deployment	
DA 3068-1	MARINE SERVICE RECORD	Service	
DA 3072	WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL	Service	
DA 31 RESPITE LEAVE	POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE DA 31	Finance, Mobilization/Deployment	File only for Post Deployment/Mobilization Respite Absence (PDMRA) as part of Mobilization packet.
DA 3081	PERIODIC MEDICAL EXAMINATION (STATEMENT OF EXEMPTION)	Health	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 3180	PERSONNEL EVALUATION AND SCREENING RECORD	Restricted	File forms showing that a soldier has been disqualified along with the notification letter in the restricted folder. Forms showing a soldier has been re-qualified will also be filed in the restricted folder of the Soldiers record.
DA 3283-R	STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL)	Service	
DA 3286-A	STATEMENT FOR ENLISTMENT-CERTIFICATE OF SPECIFIED PRIOR SERVICE QUALIFICATION	Service	
DA 3286-B	STATEMENT FOR ENLISTMENT-ADDENDUM TO PART VI	Service	
DA 330	LANGUAGE PROFICIENCY QUESTIONNAIRE	Service	
DA 3340	REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION	Service	
DA 3349	PHYSICAL PROFILE	Health	
DA 348	EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)	Mobilization/ Deployment	
DA 3497	COUNSEL OATH FOR JAG OFFICER	Service	File only for JAG Officers.
DA 3540	CERTIFICATE AND ACKNOWLEDGEMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENT	Service	
DA 3574	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service	
DA 3575	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service	
DA 3645	ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD	Mobilization/ Deployment	
DA 3645-1	ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD	Mobilization/ Deployment	
DA 3685	JUMPS PAY ELECTION	Finance, Mobilization/ Deployment	
DA 3838	APPLICATION FOR PROFESSIONAL TRAINING	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 4187	PERSONNEL ACTION - APPLICATION/REQUEST		File only those forms that show final action that changes data in the AMHRR. File location depends on the type of change. Forms that document time lost to be made good (including AWOL or DFR duty status changes) will be filed on the Service folder. Forms which promote reduce or deny advancement through SPC/CPL will be filed in the Service folder upon promotion to E-5/SGT. File all 4187's that relate to pay: Accrued Leave Payment, Assignment Incentive Pay (AIP), Basic Pay, Basic Allowance for Subsistence (BAS), Cost of Living Allowance (COLA), Hardship Duty Pay - Mission (HDP-M), Special Duty Assignment Pay (SDAP), Missed Meal Refund.
DA 4213	SUPPLEMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS	Service	
DA 4572-R	STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER	Service	
DA 4591-R	RETENTION DATA WORKSHEET	Mobilization/ Deployment	
DA 4707	ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS	Health	
DA 4730	CERTIFICATE FOR PERFORMANCE OF HAZARDOUS DUTY	Service	
DA 4789	STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS	Service	
DA 4824-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA 3540) FOR APPLYING TO RESERVE OFFICER TRAINING CORPS	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 4826-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM	Service	
DA 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Service	
DA 4977-R	INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT	Service	
DA 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Service	
DA 5011-R	TRAINING EVALUATION SUMMARY	Performance	
DA 5016	CHRONOLOGICAL RECORD OF MILITARY SERVICE	Service	
DA 5074-1	RECORD OF AWARD OF ENTRY GRADE CREDIT (HEALTH SERVICES OFFICER)	Service	
DA 5074-R	RECORD OF AWARD OF ENTRY GRADE CREDIT (MEDICAL & DENTAL OFFICER)	Service	
DA 5178-R	PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJECT DEVELOPMENT SKILL IDENTIFIER (PDSI)	Service	
DA 5261	SELECTED RESERVE INCENTIVE PROGRAM – ENLISTMENT BONUS ADDENDUM	Service	
DA 5261-1	SELECTED RESERVE INCENTIVE PROGRAM EDUCATIONAL ASSISTANCE ADDENDUM	Service	
DA 5261-2	SELECTED RESERVE INCENTIVE PROGRAM REENLISTMENT/EXTENSION BONUS ADDENDUM	Service	
DA 5261-3	SELECTED RESERVE INCENTIVE PROGRAM AFFILIATION BONUS ADDENDUM	Service	
DA 5261-4	STUDENT LOAN REPAYMENT PROGRAM ADDENDUM (LRA)	Service	
DA 5261-5	SELECTED RESERVE INCENTIVE PROGRAM - USAR PRIOR SERVICE ENLISTMENT BONUS ADDENDUM	Service	
DA 5304-R	FAMILY CARE PLAN COUNSELING CHECKLIST	Mobilization/ Deployment	
DA 5305-R	APPROVED FAMILY CARE PLAN	Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 5315-R	U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD	Service	
DA 5435	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Service	
DA 5435-R	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Service	
DA 5447	OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM	Service	
DA 5536-R	HEALTH PROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT	Service	
DA 5642-R	STATEMENT OF UNDERSTANDING & SELECTED RESERVE SERVICE AGREEMENT (NEW GI BILL 2X4 PROGRAM)	Service	
DA 5646-R	STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE	Service	
DA 5647-R	STATEMENT OF CONDITIONS OF SERVICE - ACTIVE GUARD RESERVE (AGR) ACTIVE TRANSFER/CONVERSION ARMY RESERVE (ATCAR)	Service	
DA 5685-R	NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT	Service	
DA 5691-R	REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS (LRA)	Service	
DA 5840	CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT	Mobilization/ Deployment	
DA 5841	POWER OF ATTORNEY	Mobilization/ Deployment	
DA 591	APPLICATION FOR INITIAL (EDUCATION) DELAY FROM ENTRY ON ACTIVE DUTY & SUPPLEMENTAL AGREEMENT	Service	
DA 591A	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATIONAL DELAY)	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 591B	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service	
DA 591C	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY)	Service	
DA 591D	EARLY COMMISSIONING PROGRAM, STUDENT SUPPLEMENTAL SERVICE AGREEMENT (POST GRADUATE DELAY)	Service	
DA 591E	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATION DELAY)	Service	
DA 591F-R	EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SERVICE AGREEMENT	Service	
DA 591G	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service	
DA 5960	AUTHORIZATION TO START, STOP, CHANGE BASIC ALLOWANCE FOR QUARTERS AND OR VARIABLE HOUSING ALLOWANCE	Finance, Mobilization/ Deployment	Memos received for BAH will be indexed as this also.
DA 597	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET	Service	
DA 597-2R	ARMY RESERVE OFFICER TRAINING CORPS (ROTC) - FINANCIAL ASSISTANCE	Service	
DA 597-3	ARMY SENIOR RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP CADET CONTRACT	Service	
DA 597-38	ADDENDUM TO ARMY SENIOR RESERVE OFFICER TRAINING CORPS (ROTC) SCHOLARSHIP CADET CONTRACT	Service	
DA 597-3A-R	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 597-4	EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS	Service	
DA 597-5	LEADERS TRAINING COURSE – ADDENDUM TO ARMY RESERVE OFFICER TRAINING CORPS CADET CONTRACT	Service	USACC 597-5 will be indexed as this also.
DA 597-6	STUDENT LOAN REPAYMENT PROGRAM – ADDENDUM TO ARMY RESERVE OFFICER TRAINING CORPS CADET CONTRACT	Service	USACC 597-6 will be indexed as this also.
DA 597-7	CRITICAL LANGUAGE INCENTIVE PAY – ADDENDUM TO ARMY RESERVE OFFICER TRAINING CORPS CADET CONTRACT	Service	USACC 597-7 will be indexed as this also.
DA 61	APPLICATION FOR APPOINTMENT	Service	
DA 638	RECOMMENDATION FOR AWARD	Service	File all DA 638s. The DA 638 must contain a permanent order number.
DA 67-8	US ARMY OFFICER EVALUATION REPORT	Performance	File for ARNG and USAR members not on active duty. Do not file DA Form 67-8-1. File enclosures authorized by AR 623-105.
DA 67-8-2	SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM	Performance	Includes unnumbered addendums and report of commander's inquiry that may be attached to the form. Refer to AR 623-105.
DA 67-9*	US ARMY OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and the most recent version of the form.
DA 67-9-R*	OER-R US ARMY OFFICER EVALUATION REPORT	Performance	All Evaluation Reports must be submitted to HRC via AKO Forms, which requires digital signatures and the most recent version of the form.
DA 67-9-2	SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM	Performance	
DA 705	ARMY PHYSICAL FITNESS TEST SCORECARD	Service	File only as part of Accession packet for ROTC. For ARNG: File only most current DA 705.
DA 71	OATH OF OFFICE - MILITARY PERSONNEL	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 7301-R	OFFICER SERVICE COMPUTATION OF RETIREMENT	Service	
DA 759 SERIES	INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY	Flight	
DA 87	CERTIFICATE OF TRAINING	Performance, Service	File only certificates issued by activities listed in Army Training Requirements and Resources System (ATTRS) Course Catalog as governed by DA 350-1.
DACORB*	DEPARTMENT OF THE ARMY CONSCIENTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION	Service	
DA BOARD *	BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD		File allied documents in the Restricted folder.
DA HLTH-SCI	SERVICE AGREEMENT - UNIFORMED SERVICES UNIVERSITY - HEALTH SCIENCE PROGRAM	Service	
DA PHOTO	DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH		
DARP 1046	APPLICATION TO RENEW EDUCATION/ECCLESIAST DELAY - VERIFY ENROLL GRADUATE THEOLOGICAL SEMINARY	Service	
DARP 2489-R	EXTENSION AGREEMENT FOR BONUS IN THE INDIVIDUAL READY RESERVE	Service	
DARP 871	MANDATORY REMOVAL COMPUTATION WORKSHEET	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DASEB	DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD - DASEB DOCUMENT DENY/APPROVED REQUEST FOR REMOVAL OF ADVERSE INFO		File in the Performance folder only if denied or partially denied. If DASEB approves the request and directs the transfer of the adverse action to the Restricted folder, the document directing this action will be filed in the Restricted folder along with the adverse action. File allied documents related to denied requests in the Restricted folder. If the DASEB approves a request and directs removal from the AMHRR, do not file the document directing the removal. File allied papers relating to approval requests only if directed by the DASEB.
DCSPER REV	DOCUMENT ANNOUNCE DEPUTY CHIEF OF STAFF FOR PERSONNEL (DCSPER) REVOCATION BOARD OR COMMANDER PERSCOM DECISION DENY /PARTIAL DENY APPEAL	Performance	
DD 108	APPLICATION FOR RETIRED PAY BENEFITS	Service	
DD 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	Mobilization/ Deployment	
DD 1300	REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS)	Service	
DD 1343	NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS		File location depends on type of change.
DD 1351-2*	TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY	Finance	File only for Deployment
DD 137	APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS	Finance, Mobilization/ Deployment	
DD 1380	US FIELD MEDICAL CARD	Service	
DD 1475	BASIC ALLOWANCE FOR SUBSISTANCE CERTIFICATION	Service, Finance	
DD 1556	REQUEST AUTHORIZATION CERTIFICATION OF TRAINING AND REIMBURSEMENT	Service	Only forms documenting Hazard Communication Training will be filed.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 1556-1	REQUEST AUTHORIZATION CERTIFICATION OF TRAINING AND REIMBURSEMENT	Service	
DD 1561	STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE	Finance, Mobilization/ Deployment	
DD 1584	NATIONAL AGENCY CHECK REQUEST	Service	
DD 1826	PEST CONTROL CERTIFICATE OF COMPETENCY	Performance	File only initial certification for pest control management. Do not file recertification certificates.
DD 1966	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES	Service	File all pages when accompanied by correspondence showing final determination
DD 1966 PC	RECORD OF MILITARY PROCESSING -ARMED FORCES OF THE UNITED STATES (PARENTAL CONSENT)	Service	
DD 2058	STATE OF LEGAL RESIDENCE CERTIFICATE	Finance, Mobilization/ Deployment	
DD 2088	STATEMENT OF ECCLESIASTICAL ENDORSEMENT	Service	
DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	Service, Mobilization/ Deployment	File copy #2 is preferred copy, also file form issued by order of the Army Discharge Review Board.
DD 215	CORRECTION TO DD FORM 214	Service, Mobilization/ Deployment	File copy #2.
DD 220	ACTIVE DUTY REPORT	Service, Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2329	RECORD OF TRIAL BY SUMMARY COURT-MARTIAL		<p>a. This form will be filed together with:</p> <ul style="list-style-type: none"> - DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329). - Memorandum, opinion or letter of legal review. <p>b. File in the Performance folder where there is an approved finding of guilty on at least one specification, also file supplemental actions in the Performance folder.</p> <p>c. If all approved findings are not guilty, file the form and all related documents in the Restricted folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the Performance folder and transfer them to the Restricted folder.</p>
DD 2351*	REPORT OF MEDICAL EXAMINATION	Health	Filed for officer accessions packet only.
DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	Service	
DD 2384	SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAMM (GI BILL) NOTICE OF BASIC ELIGIBILITY	Service	
DD 2475*	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICATION	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2492*	REPORT OF MEDICAL HISTORY	Health	Filed for officer accessions packet only.
DD 2506	PERSONAL PROPERTY AND VEHICLE DISPOSITION	Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2556*	MOVE-IN HOUSING ALLOWANCE	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2558	AUTHORIZATION TO START, STOP OR CHANGE ALLOTMENT	Finance, Mobilization/Deployment	
DD 2569	THIRD PARTY COLLECTION PROGRAM/MEDICAL SERVICES ACCOUNT/OTHER HEALTH INSURANCE	Health	
DD 2587	ACQUISITION CORPS - CERTIFICATE OF ADMISSION	Performance	
DD 261*	REPORT OF INVESTIGATION - LINE OF DUTY & MISCONDUCT STATUS	Service	File only LODs for injury found "In the Line of Duty." File DD 261 and accompanying memorandum. Do not file medical treatment documents. All injury LODs found "not in line of duty" and LODs or death, are forwarded to HRC Line of Duty for final approval. For ARNG: File final DD 261 only.
DD 2648	PRESEPARATION COUNSELING CHECKLIST	Service	
DD 2648-1	PRESEPARATION COUNSELING CHECKLIST RESERVE COMPONENTS	Service	
DD 2656	DATA FOR PAYMENT OF RETIRED PERSONNEL	Service	
DD 2656 SERIES	SURVIVOR BENEFIT PLAN (SBP) ELECTION DOCUMENTS	Service	
DD 26565	RESERVE COMPONENT SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE	Service	
DD 2746	RESERVE INSURANCE CERTIFICATE	Service	
DD 2760	QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION	Mobilization/Deployment	
DD 2766	ADULT PREVENTIVE AND CHRONIC CARE WORKSHEET	Health, Mobilization/Deployment	
DD 2795	PRE-DEPLOYMENT HEALTH ASSESSMENT QUESTIONNAIRE	Health	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2796	POST-DEPLOYMENT HEALTH ASSESSMENT	Health	
DD 2807-1	REPORT OF MEDICAL HISTORY	Health	File only initial and separation DD 2807-1.
DD 2807-2	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT	Health	File only initial and separation DD 2807-2.
DD 2808	REPORT OF MEDICAL EXAMINATION	Health	File only initial and separation DD 2808.
DD 2839	CAREER STATUS BONUS (CSB) ELECTION	Service	
DD 2857*	FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2919*	RESERVE INCOME REPLACEMENT PROGRAM (RIRP) ELIGIBILITY VERIFICATION	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2958	SERVICE MEMBERS INDIVIDUAL TRANSITION PLAN CHECKLIST	Service	
DD 368	REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT	Service	
DD 369	POLICE RECORD CHECK - 369DD (PART OF 4DD)	Service	File only when check is part of enlistment, reenlistment, or appointment packet.
DD 372	APPLICATION FOR VERIFICATION OF BIRTH FOR OFFICIAL US ARMED FORCES USE ONLY	Service	File only when accompanied by correspondence showing final determination.
DD 4-3	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Service	
DD 4 PACKET	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Service	
DD 93	RECORD OF EMERGENCY DATA	Service, Mobilization/Deployment	
DD 3286	STATEMENTS FOR ENLISTMENT, PARTS I THRU V	Service	
DA 3286-A	DA 3286 SERIES (DYNAMIC ANNEX)	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 3286-B	DA 3286 SERIES (DYNAMIC ANNEX)	Service	
DD 41-2*	ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES	Service	
DD 41-2 NG	ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES	Service	
DDS 221	REPORT OF INDUCTION PHYSICAL	Service	
DEATH CERT	CERTIFICATE OF DEATH	Service	
DECL MED TREAT	DECLINATION OF MEDICAL TREATMENT	Service	
DEPENDENT DOC	DEPENDENCY DOCUMENT	Mobilization/ Deployment	
DEPLOY BRIEFS	DEPLOYMENT BRIEFING STATEMENTS	Mobilization/ Deployment	
DEPLOY/OS EXT PAY	DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATION PAY	Service, Finance	
DF CON ST	STATEMENT ACKNOWLEDGE REPORT OF EMPLOYMENT WITH A DEFENSE CONTRACTOR	Service	
DFR PACKETS	DROPPED FROM THE ROLLS PACKETS	Service	The DD 458, DD 553, DD 616 and next of kin letter will all be allied and filed under this document type.
DIPLOMA	CIVILIAN INSTITUTION DIPLOMA	Performance, Service	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and DIPLOMA.
DIPLOMA BA BS	BACCALAURATE DEGREE	Performance	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and DIPLOMA BA BS.
DIPLOMA RN	PROFESSIONAL NURSING DIPLOMA	Performance	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and DIPLOMA RN.
DISAPP SEP	DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY	Service	
DISCHARGE	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY - OTHER THAN ARMY	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DISQ ARCAM	DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (ARCAM)	Performance	
DISQ GCMDL	DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL	Performance	
DIVORCE DECREE	DIVORCE DECREE	State, Mobilization/Deployment	
DLPT SCORES	DEFENSE LANGUAGE PROFICIENCY TEST SCORES	Service	
DOMESTIC PARTNER DOC*	DECLARATION OF DOMESTIC PARTNER	Finance	
DOMRB	RENEGOTIATION OF DENTAL OFFICER MULTI-YEAR RETENTION BONUS (DOMRB)	Service	
DRAFT AGE	DRAFT-AGE STATEMENT FOR APPLICATIONS FOR APPOINTMENT	Service	
ECCLESIAST	ECCLESIASTICAL INDORSEMENT	Service	
EEM AGREEMENT	EMERGENCY ESSENTIAL MOBILIZATION AGREEMENT	Mobilization/Deployment	
ELIM ACTION	DEPARTMENT OF THE ARMY DIRECTED ELIMINATION ACTION	Restricted	
ENL ELIG	DETERMINATION OF ACCEPTABILITY - MORAL	Service	
EOD DOC	DOCUMENT PERTAINING TO MEMBERS VOLUNTEERING FOR OR WITHDRAWING FROM EXPLOSIVE ORDNANCE DISPOSAL DUTY	Service	
ER APPEAL	EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD		File ESRB/OSRB appeal denial decision memorandum/letter in the Performance folder with the evaluation that was appealed. File denial record of proceedings and all allied appeal documents to include various numbered allied forms in the Restricted folder. Do not file ESRB/OSRB appeal approvals or partial approvals that direct correction or removal of ER from the AMHRR, unless directed by the Board.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ERB	ENLISTED RECORD BRIEF	Mobilization/ Deployment	Only file most current form as part of a mobilization packet, or file only the last Enlisted Record Brief (ERB) produced before separation or change in Component.
ETD ORDERS	ENLISTMENT/TRAVEL/DEPENDENT ORDERS	Service	
EVAL BD APP	STATEMENT OF ELECTION - PHYSICAL EVALUATION BOARD APPEARANCE	Service	
EVAL NN AR	NON-ARMY EVALUATION REPORTS RECEIVED BY PERSONS WHEN THEY WERE MEMBERS OF ANOTHER SERVICE	Performance	
EXEMPT INVO	EXEMPTION FROM INVOLUNTARY ACTIVE DUTY	Service	
FBI RPT	FEDERAL BUREAU OF INVESTIGATION REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY	Restricted	
FEB	REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB)	Service, Flight	
FED AD PAY	COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS	Service	
FGN DECOR	CORRESPONDENCE, AUTHORIZATIONS, AND ORDERS REGARDING FOREIGN DECORATIONS	Performance,	Will be filed as AWD DOC. Per AR 600-8-22, all Foreign Awards submitted to iPERMS for inclusion in a Soldier's OMPF, must be accompanied by a Memorandum or DA 4187 signed by their 'BG 0/7 or higher and Colonel level commanders who exercise general court-martial authority or from HRC Awards Branch, approving the acceptance and wear of the award. Any foreign awards submitted to iPERMS without the Memorandum or DA 4187 will not be added to a Soldier's OMPF. If a foreign award is authorized for acceptance only and not for wear, it is not authorized for filing. For ARNG: DA 4187 not required with this document.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
FINANCE MOB-DEMOB	FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST	Mobilization/Deployment	
FNEP	CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM	Service	
FOIA NON-DD	REQUESTS FOR RELEASE OF INFORMATION FROM NON-DEPARTMENT OF DEFENSE AGENCIES UNDER FREEDOM OF INFORMATION ACT		
FRAUD ENTRY	FRAUDULENT ENTRY DETERMINATION	Service	
FSRB	REPORT OF ACTION OF FLIGHT STATUS REVIEW BOARD (FSRB)	Service, Flight	
GPFR 1790	PERSONNEL QUALIFICATION RECORD	Service, Mobilization/Deployment	
GUARD ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Service	
HZD DUTY MEMO	MEMORANDUM SIGNED BY UNIT COMMANDER AUTHORIZING HAZARDOUS DUTY PAY	Service	
HQDA MFR	DEPARTMENT OF THE ARMY MEMORANDUM FOR RECORD	Performance	
HS DIP/GED/HM STDY	HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA OR HOME STUDY	Service, State	
ILL MISS	CORRESPONDENCE/DOCUMENTS REGARDING DEATH, VERY SERIOUSLY ILL, SERIOUSLY ILL AND MISSING STATUS	Service	
IMMIG NAT	DOCUMENT RELATING TO ALIEN SUSPECT VIOLATION OF IMMIGRATION/NATURALIZATION LAW	Service	
INCOME TAX W4	EMPLOYMENT INCOME TAX WITHHOLDING W4	Finance, Mobilization/Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
INS DOCUMENT	IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS	Service	
INVEST RPT	AUTHENTICATED EXTRACT COMPLETED INVESTIGATION REPORT RESULT ELIMINATION/ DISCIPLINE	Performance	
JAG CERT	CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JUDGE ADVOCATE GENERAL OFFICERS	Service	
JAG OPINION	JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS	Service	
LIC CERT	LICENSE OR PROFESSIONAL CERTIFICATION	Performance	File certifications listed in DA PAM 600-25. DA PAM 600-3.
LIC MEDIC	LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS	Service	
LTHET CONTRACT	FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT	Service	
LTR APPR	LETTER OF APPRECIATION/COMMENDATION - LETTER/MEMO/MESSAGE	Performance, Service	Only file letters signed by President or Vice President of United States, Secretary of Defense, Service Secretaries, Chairman – Joint Chiefs of Staff, or Chiefs of Services.
LTR DS RMV	LETTER REMOVING FROM DRILL SERGEANT PROGRAM		Letters removing Soldier from program as a result of an adverse action will be filed in Performance Disciplinary. Letters removing Soldier from program as a result of an Administrative action will be filed in the service folder.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
LTR OCS GRA	DESIGNATION AS AN OFFICER CANDIDATE SCHOOL DISTINGUISHED GRADUATE (RA APPOINTMENT)	Service	
LTR REPR	LETTER OF REPRIMAND, CENSURE, ADMONITION		Per AR 600-37: a letter, regardless of the issuing authority, may be filed, in the OMPF only upon the order of a general officer (to include one frocked to the rank of brigadier general) senior to the recipient or by direction of an officer having general court-martial jurisdiction over the individual. Letters filed in the OMPF will be filed in the performance portion. The direction for filing in the OMPF will be contained in an endorsement or addendum to the letter. File in Performance folder unless directed otherwise by Department of the Army Suitability Evaluation Board. On appointment to warrant or commissioned officer from enlisted status, transfer letter along with allied documents to the restricted folder. File letters of reprimand issued under Article 15 according to filing instructions for DA Form 2627.
MARRIAGE CERT	CERTIFICATE OF MARRIAGE	Finance, Mobilization/ Deployment	
MASKED OER	US ARMY OFFICER EVALUATION REPORT	Restricted	
MED OF HON	DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERTIFICATE TO THE VETERANS ADMINISTRATION	Performance	File recommendation and citation for award.
MED SPEC	SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS	Performance	
MED/DENT RQ	CORRESP REGARD REQUEST /RETURN MEDICAL OR DENTAL RECORDS	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
MEDFLAG	DOCUMENTS /CORRESP REGARDING IMPOSITION OR REMOVAL OF FLYING STATUS RESTRICTION	Health, Flight	
MEDMSC	ADMINISTRATIVE / MISCELLANEOUS DOCUMENTS DEEMED APPROPRIATE TO RETAIN	Health	
MED WAIV	MEDICAL WAIVER	Health	
MEMO MISS	MEMORANDUM DETERMINING STATUS UNDER THE MISSING PERSONS ACT	Service	
MEMORANDUM	MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR	Service	
MEPCOM 40-1-15-E	SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE	Health	
MEPCOM 680 ADP	REQUEST FOR EXAMINATION	Service	
MEPCOM 714 ADP	DATA AND LINE SCORES	Service	
MFO 12-1	APPLICATION FOR MULTINATIONAL FORCE AND OBSERVERS MEDALS	Performance, Service	File only approved applications.
MINI-RESUME	CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI-RESUME	Service	File for General Officers only.
MISC COMM	MISCELLANEOUS COMMENDATORY	Performance	
MISC DISCP	MISCELLANEOUS DISCIPLINARY	Performance	
MISC PERF	MISCELLANEOUS PERFORMANCE	Performance	
MISC RES	ENLISTED RESTRICTED DOCUMENT	Restricted	
MISC SVC	MISCELLANEOUS SERVICE	Service	
MISC-GB	AGENT EMPLOYMENT STATEMENT	Service	File the acceptance or declination statement.
MMPA	MASTER MILITARY PAY ACCOUNT SUMMARY	Finance, Mobilization/Deployment	
MMRB	SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS	Service, Health, Mobilization/Deployment	
MOB CHECKLIST	READINESS AND DEPLOYMENT CHECKLIST	Mobilization/Deployment	DA 7425 will be filed as this.
MOB MISC	MISCELLANEOUS MOBILIZATION DOCUMENTS-NOT RESTRICTED	Mobilization/Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
MOB WAIVER	MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION	Mobilization/ Deployment	
MOM WAIVER	WAIVER FOR MOTHER OF NEWBORN	Mobilization/ Deployment	
MORT/RENT	MORTGAGE/RENTAL CONTRACT	Finance, Mobilization/ Deployment	
MOS RECLAS	MILITARY OCCUPATIONAL SPECIALTY RECLASSIFICATION BOARD PROCEEDINGS	Service	
MOS RET DA	DOCUMENT FROM RECLASSIFICATION BOARD CONVENING AUTHORITY OR DEPARTMENT OF THE ARMY DIRECTING RETENTION IN MILITARY OCCUPATIONAL SPECIALTY	Service	
MS DIPLOMA	MASTER'S DEGREE	Performance	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and MS DIPLOMA
N-CONUS-SEP	REQUEST BY A NON-CONTINENTAL UNITED STATES RESIDENT FOR SEPARATION IN CONTINENTAL UNITED STATES	Service	
NONRATED	DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS	Performance	
NSEL STMT	PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS	Service	
OF 346	US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD	Mobilization/ Deployment	
OFF ACC ANNEX	OFFICER ACCESSION DYNAMIC ANNEX	Service	
OFF ACC BONUS	OFFICER ACCESSIONS BONUS AGREEMENT	Service	
OFF NONSEL	LETTER OF NOTIFICATION TO OFFICERS CONSIDERED FOR PROMOTION BUT NOT SELECTED	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
OFF RET	ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON ACTIVE DUTY (UNTIL A SPECIFIED DATE)	Service	
OFFICER INCENTIVES	ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE	Service	
OR MOS AMND	AMEND ORDERS AWARDING PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MOS, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS	Service	
ORB	4037DA - OFFICER RECORD BRIEF	Service, Mobilization/Deployment	Only file most current form as part of a mobilization packet, or file only the last Officer Record Brief (ORB) produced before separation or change in Component.
ORD AD	ACTIVE DUTY ORDERS	Service	Do not file orders placing units on Active Duty.
ORD AD AMND	AMENDMENT ACTIVE DUTY ORDERS	Service	
ORD ASSGN	ASSIGNMENT OR TRANSFER ORDER - ARMY NATIONAL GUARD	Service	
ORD AT AGR	ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK	Service	
ORD AT AGRA	AMENDMENT TO ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK	Service	
ORD ENL AMD	AMENDMENT TO REENLISTMENT ORDERS (FILED W/ 4DD)	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD ENLREUP	ENLISTMENT OR REENLISTMENT ORDERS (FILED W/ 4DD)	Service	
ORD HAZ DUTY	HAZARDOUS DUTY ORDER	Finance, Mobilization/ Deployment	
ORD MEDEVAC	MEDICAL EVACUATION ORDERS	Service	
ORD MOB	MOBILIZATION ORDER	Finance, Mobilization/ Deployment	
ORD MOB AMND	MOBILIZATION ORDER AMENDMENT	Finance, Mobilization/ Deployment	
ORD MOS-ASI	ORDERS AWARDED PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MILITARY OCCUPATIONAL SPECIALTY, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS	Service	
ORD NATO	NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Finance, Mobilization/ Deployment	
ORD NATO AMND	AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Finance, Mobilization/ Deployment	
ORD NGB AMD	AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER - ARMY NATIONAL GUARD	Service	
ORD PROM AM	PROMOTION OR REDUCTION ORDERS - AMENDMENTS	Service	
ORD PROMRED	PROMOTION OR REDUCTION ORDERS	Service	
ORD REV	REVOCATION OF ORDERS	Service	
ORD SEP AMD	AMENDMENT TO SEPARATION ORDERS	Service	
ORD SPEC AMND	AMENDMENT TO SPECIAL PAY ORDER	Finance, Mobilization/ Deployment	
ORD SPECIAL PAY	ORDER FOR SPECIAL PAY	Finance, Mobilization/ Deployment	
ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Finance, Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD TCS AMD	AMENDMENT - TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Finance, Mobilization/ Deployment	
ORDER SEP	SEPARATION ORDERS	Service	
OTSG 1093	ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)	Service	
OTSG 18	ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENSION/RESIGNA TION/WITHDRAWAL	Service	
PCS ORD AMD	AMENDMENT TO PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service	
PCS ORDERS	PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service	
PDBR	DEPARTMENT OF DEFENSE PHYSICAL DISABILITY BOARD OF REVIEW (PDBR) DECISION	Service	File the PDBR decision memorandum/letter signed "For the Service Secretary" with the PDBR recommendation, record of proceedings, and application (with continuation pages when provided).
PEB LTR	PHYSICAL EVALUATION BOARD LETTER OF APPROVAL	Service, Mobilization/ Deployment	
PEB PROC RE	APPLICATION FOR REVIEW OF PHYSICAL EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS	Service	
PERS COM LT	PERSCOM LETTER/ MEMORANDUM THAT DISAPPROVES MEMBER'S REQUEST TO REENLIST	Service	
PERSCOMDEN Y	SIGNED COPIES OF CORRESPONDENCE VOIDING PERSCOM LETTER/ MEMORANDUM DENYING REENLISTMENT	Service	
PHA	PERIODIC HEALTH ASSESSMENT	Health	
PHD DIPLOMA	DOCTORATE DEGREE	Performance	For college degrees a copy of the official transcript must accompany the diploma. File documents separately as TRNSCPTS and PHD DIPLOMA.

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
PHOTO	OFFICIAL FULL LENGTH PHOTOGRAPH	Performance	
POA	POWER OF ATTORNEY	Mobilization/ Deployment	
PREGCHLIST	PREGNANCY COUNSELLING CHECKLIST	Mobilization/ Deployment	
PROC BRD	PROCEEDINGS OF BOARDS OF OFFICERS	Performance, Service	
PROF MED SC	PROFESSIONAL SCHOOL/TRAINING CERTIFICATE DATA REQUIRED IN SERVICE FOR ARMY MEDICAL DEPARTMENT OFFICER	Service	
PROF/MMRB WVR	PHYSICAL PROFILE/MILITARY OCCUPATIONAL SPECIALTY MEDICAL RETENTION BOARD WAIVER	Service, Health	
PROM DECLIN	DECLINATION OF PROMOTION STATEMENT	Service	
PROM DENY	DOCUMENT DEFER /DENY PROMOTION UNDER CIVILIAN ACQUIRED DD SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM	Mobilization/ Deployment	
PROM DETMN	DETERMINATION PERTAINING TO PERMANENT/ TEMPORARY PROMOTION STATUS	Service	
QMP APPEAL	DOCUMENT APPROVING/DENYING APPEAL - QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD		For approved appeals, file approval and allied documents in the Restricted Folder. Transfer Quality Management Program (QMP) letter from the Performance folder to the Restricted folder. For denied appeals, file the disapproval document in the Performance folder and the allied documents in the Restricted folder.
QMP LTR	LETTER ANNOUNCES DEPARTMENT OF THE ARMY QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD DECISION		

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
QUALRET ENL 1	LETTER OF NONRETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	Service	File letter in the Performance folder and allied documents in the Restricted folder. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving the appeal in the Restricted folder as indicated in filing instructions for 'QMP APPEAL' in this table.
QUALRET ENL 2	LETTER OF RETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	Service	File letter in the Performance folder and allied documents in the Restricted folder.
RECL ACTION	RECLASSIFICATION ACTIONS	Service	File only document that shows DA approval.
RECL CAUSE	RECLASSIFICATION ACTIONS FOR CAUSE		Only file the document that approves the action. File in the Service folder and any allied documents in the Restricted folder.
RED INEFF	ENLISTED REDUCTION ACTION FOR INEFFICIENCY		
REFRAD INV	NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY	Service	
REL CAUSE	RELIEF FOR CAUSE ACTIONS	Restricted	A relief for cause must be accompanied by a relief for cause Officer Evaluation Report (OER) or Non-Commissioned Officer Evaluation Report (NCOER) or academic report. It will be filed in the Performance folder. This does not apply to SPC/CPL and below. Relief from some special assignments such as Drill Sergeant or recruiter programs require added documentation that may be filed only if the referral provision of AR 600-37 have been met.
REL R DATA	APPROVED REQUESTS FOR RELEASE OF THE RESTRICTED INFO FROM OFFICIAL MILITARY PERSONNEL FILE	Restricted	
REL SVC	RELIEF FROM TRAINING AND SERVICE IN THE US FORCES BECAUSE OF ALIEN STATUS	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
RELEASE LTR	THE ADJUTANT GENERAL RELEASE LETTER	Mobilization/ Deployment	
REMV PROM	DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST	Restricted	
RENEW CAT	APPLICATION FOR RENEWAL OF CATEGORY	Service	
REQ EXT	APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE	Service	
RESERVES ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY RESERVES SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Service	
REST TVL	ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPENDENT TRAVEL & MOVEMENT OF HOUSEHOLD GOODS	Mobilization/ Deployment	
RESTRICTED	RESTRICTED	Restricted	
RET APP/DIS	CORRESPONDENCE AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY	Service	
RET/RDY RSV	APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE	Service	File both approved and disapproved applications together with the Secretary of the Army's finding of indispensability.
RETN AGE WAIV	AGE WAIVER FOR RETENTION	Service	
RETN APPR	APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY	Service	
RMV4991*	APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT)	Service	
RMVL ROTC	NOTICE OF REMOVAL FROM PARTICIPATION IN RESERVE OFFICER TRAINING CORPS/SIMULTANEOUS MEMBERSHIP PROGRAM	Service	
ROTC MEM DMS	MEMORANDUM FOR RESERVE OFFICER TRAINING CORPS DISTINGUISHED MILITARY GRADUATE/STUDENT	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ROTC TNG	APPLICATION STATEMENT/ STATE ADJUTANT GENERAL AGREEMENT RESERVE OFFICER TRAINING CORPS GRADUATE NOT COMPLETE INITIAL ACTIVE DUTY TRAINING	Service	
RQST STMT SVC	REQUEST FOR STATEMENT OF SERVICE	Service	
RTMT ELIG	NOTIFICATION OF ELIGIBILITY FOR RETIREMENT	Service	
RTMT INVOL	STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT	Service	
RTMT PAY 10	DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD	Service	File with allied documents.
RTMT PAY 60	STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER)	Service, Mobilization/ Deployment, Finance	
RTMT PAY GR	DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY	Service	Army Grade Determination Review Board (AGDRB) decision for retirement, or advancement on the retired list for retired pay – Filed in this Doc Type
RTMT PT CR	RETIREMENT POINT CREDIT RECORDS	Service	
RTMT REVAL	REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS	Service	
RTMT STMT	STATEMENT ACKNOWLEDGING VOLUNTARY RETIREMENT WILL NOT BE APPROVED	Service	
RTMT W/D	REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION	Service	
RYE REPORT	RETIREMENT YEAR END (RYE) REPORT	Service	
SCHOLARSHIP MEMO	MEMORANDUM REGARDING APPROVED/TERMINATED/CHANG ED RESERVE OFFICER TRAINING CORPS SCHOLARSHIP	Service	
SCHL DECL	CORRESPONDENCE BY MEMBERS DECLINING ATTENDANCE AT AN ARMY OR OTHER DEPARTMENT OF DEFENSE SERVICE SCHOOL	Performance	
SEC CLE VER	VERIFICATION OF SECURITY CLEARANCE		

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SEL RET OFF NONRET	LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Service	File letter in the Performance folder and allied documents in the Restricted folder. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving appeal in the Restricted folder.
SEL RET OFF RET	LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Service	File letter in the Performance folder and allied documents in the Restricted folder.
SEVER PAY	ELECTION OF DISABILITY SEVERANCE PAY FOR RETIREMENT BENEFITS	Service	
SF 1199A	DIRECT DEPOSIT SIGN-UP FORM	Finance, Mobilization/ Deployment	
SF 189	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Service	
SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Service	File only upon separation and once security debriefing acknowledgement section has been completed. For ARNG: File all.
SF 76	REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION	Mobilization/ Deployment	
SF 86	SECURITY CLEARANCE APPLICATION	Service	
SF 86 AUF	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service	
SF 86 P10	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service	
SF 86 P11	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service	
SF 86 P12	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service	
SF 86 PAIPEI	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service	
SGL PAR WAIVER	STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION	Mobilization/ Deployment	
SGLV 8285	REQUEST FOR INSURANCE (SERVICE MEMBERS' GROUP LIFE INSURANCE)	Service, Mobilization/ Deployment	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SGLV 8285A	REQUEST FOR FAMILY COVERAGE (SERVICE MEMBERS' GROUP LIFE INSURANCE)	Service, Mobilization/Deployment	
SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	Service, Mobilization/Deployment	
SGLV 8286A	FAMILY SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)	Service, Mobilization/Deployment	
SINGLE PARENT	STATEMENT OF SINGLE PARENT OR ADOPTION	Mobilization/Deployment	
SOLE SV SON	REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS	Service, Mobilization/Deployment	
SOMILSVC	STATEMENT OF MILITARY SERVICE	Service	
SPEC SEP BENEFIT/PAY	WRITTEN AGREEMENT FOR SPECIAL SEPERATION BENEFIT OR SEPERATION INCENTIVE PAY	Service, Finance	
SPOUSAL NOTIFY LTR	FAMILY NOTIFICATION LETTER	Service, Mobilization/Deployment	
SSN VER/COR	SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION	Service, State	
SSS 254	APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE	Service	
STAB LTR	ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION	Service	
STMT PREG	STATEMENT OF COUNSELLING (PREGNANCY)	Mobilization/Deployment	
SVC OB ED	SERVICE OBLIGATION STATEMENT FUNDED LEGAL EDUCATION PROGRAM	Service	
SVC OBLIG	ACKNOWLEDGEMENT OF SERVICE OBLIGATION	Service	All memos/letters/forms for Active Duty Service obligation will be filed under this document type.
TDRL RMV	ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
TDY ORD AMD	AMENDMENT OF TEMPORARY (TDY) ORDERS	Service	File only for Deployment
TDY ORDER	TEMPORARY (TDY) ORDERS	Service	File only for Deployment
TRF ORD AMD	AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS	Service	
TRF RESCOMP	TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS	Service	
TRNSCPTS*	TRANSCRIPT OF CREDIT FOR CIVILIAN COLLEGE/UNIVERSITY/TRADE/ BUSINES SCHOOLS	Performance	<p>1. Official Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education http://ope.ed.gov/accreditation/search.asp.</p> <p>2. File all official transcripts for Enlisted. File only transcripts that award a degree for Officers.</p> <p>3. The requirement for a foreign official transcript is that the transcript(s) have to be evaluated by a member of the National Association of Credential Evaluation Services (NACES) http://www.naces.org and see http://www.naces.org/members.htm for member listing.</p>
TSGLI 8600	SERVICEMEMBERS GROUP LIFE INSURANCE TRAUMATIC INJURY PROTECTION PROGRAM (TSGLI)	CRSC	
UNABLE RETIRE	STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT	Service, Mobilization/ Deployment, Finance	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
UNFAV INF2	UNFAVORABLE INFORMATION OF WHICH THE MEMBER CONCERNED HAD PRIOR OFFICIAL KNOWLEDGE		File if: a. Directed by the Commander having general court-martial authority over Soldier or by higher authority. b. The notation AR 600-37 complied with appears on the document. c. Directed by CCF when the Soldier security clearance is either denied or revoked. d. File original memo/letter only if the provisions of AR 600-37 have been complied with. e. File in the Restricted folder if document is an enclosure to an adverse action that resulted in - Disciplinary action - Relief for cause - Reclassification for cause - Elimination from service - Administrative reduction file f. File the following documents in the performance folder: - Memorandum or letter - Referral correspondence - Soldiers reply - Other allied documents if they are specifically directed for file by the memo/letter or referral correspondence. g. File all other allied documents not listed above in the Restricted folder.
UNFAV INFO	FINDINGS OF UNFAVORABLE INFORMATION	Performance	
UNSAT	NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION	Service	
USARC 24-R*	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USARC 30-R*	INITIAL/ADDITIONAL ACTIVE DUTY ALLOWANCE STATEMENT	Finance	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USAR LTR/OR	RESERVE COMPONENT PROMOTION LETTER OR ORDER	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC 1075	STATEMENT OF UNDERSTANDING FOR APPLICANTS REQUESTING APPOINTMENT TO ARMY MEDICAL DEPARTMENT WITH CONCURRENT CALL TO ACTIVE DUTY	Service	
USAREC 1081	NATIONAL ARMY MEDICAL DEPARTMENT AUGMENTATION DETACHMENT (NAAD) ASSIGNMENT VERIFICATION AND ACCEPTANCE	Service	
USAREC 1093	CERTIFICATE OF ENROLLMENT FOR THE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM	Service	
USAREC 1105	SPECIALIZED TRAINING ASSISTANCE PROGRAM (STRAP) ENROLLMENT VERIFICATION	Service	
USAREC 1110	OCCUPATIONAL THERAPY FIELDWORK PROGRAM VERIFICATION STATEMENT AND TUITION PAYMENT	Service	
USAREC 1127-R-E	SUPPLEMENT TO DA FORM 3286-67 STATEMENT OF UNDERSTANDING (ARMY POLICY)	Service	
USAREC 1129	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM	Service	
USAREC 1131	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F E HEBERT ARMED FORCES HEALTH PROFESSIONAL SCHOLARSHIP PROGRAM	Service	
USAREC 1139	DEPARTMENT OF THE ARMY ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION BONUS PROGRAM	Service	
USAREC 1151	CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP)	Service	
USAREC 1158	ARMED FORCES SERVICE AGREEMENT DEPARTMENT OF THE ARMY HEALTH PROFESSIONAL LOAN REPAYMENT PROGRAM	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC 1166	SELECTED RESERVE SPECIAL PAY PROGRAM CONTRACT (FOR HEALTH CARE PROFESSIONALS IN CRITCLY-SHORT WARTIME SPECIALTIES)	Service	
USAREC 1205	US ARMY RESERVE NURSE OFFICER WITH CONCURRENT CALL TO ACTIVE DUTY INCENTIVES DECLARATION STATEMENT	Service	
USAREC 1209	PHARMACY OFFICER ACCESSION BONUS	Service	
USAREC 1223	ARMY SERVICE AGREEMENT EDWARD HERBERT ARMED FORCES UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES	Service, Finance	
USAREC 1248	AGREEMENT FOR ARMY NURSE CORPS SELECTION PROGRAM	Service	
USAREC 1283	DA SERVICE AGREEMENT U.S. ARMY CLINICAL PSYCHOLOGY INTERNSHIP PROGRAM	Service	
USAREC 1284	ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS	Service	
USAREC 827	ADDENDUM TO DA 3540	Service	
USAREC 978*	STATEMENT OF UNDERSTANDING – REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY	Service	
USAREC 978 DY*	STATEMENT OF UNDERSTANDING - REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY (DYNAMIC)	Service	
USMA 5-50	OATH OF ALLEGIANCE	Service	
VOID HQDA	SIGNED COPIES OF CORRESPONDENCE VOIDING QUALITY MANAGEMENT PROGRAM LETTER	Service	
VOIDENL/IND	ORDERS VOIDING AN ENLISTMENT OR INDUCTION	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
VOL RET	REQUEST FOR VOLUNTARY RETIREMENT, APPROVED/DISAPPROVED	Service	
WAIVER ENLI	WAIVER OF ENLISTMENT COMMITMENT	Service	
WAIVSUPP	APPLICANT WAIVER SUPPORTING DOCUMENTATION (NON-REQUIRED)	Service	
WEIGHT STD	DOCUMENT GRANTING EXCEPTION TO MAXIMUM ALLOWABLE WEIGHT STANDARDS	Mobilization/ Deployment	
WILL EDU	WILL, WILL COUNSELING OR EDUCATION	Mobilization/ Deployment	
ZHM 3	REPORT OF FAVORABLE ENTRANCE NATIONAL AGENCY CHECK	Service	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS <u>(USED ONLY BY NATIONAL GUARD BUREAU)</u>			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
1EAP	STATE EDUCATIONAL ASSISTANCE PROGRAM	Service, State Misc	
ANNEX A	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD	Service	
ANNEX A1	AMENDMENT TO ENLISTMENT AGREEMENT	Service	
ANNEX B	CIVILIAN ACQUIRED SKILLS PROGRAM AGREEMENT	Service	
ANNEX C	SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT	Service	
ANNEX D	DELAYED TRAINING OPTION	Service	
APP WAIVER	APPROVED WAIVER	Service	
AVD	AGE VERIFICATION DOCUMENTS	State Misc	
AWD DOC 134DA	ARMY ROTC CERTIFICATE	State Misc	
CERT OF ATTNDCE HS	H.S. CERT. OF ATTENDANCE	State Misc	
CMWD	HQ SERIOUS CRIMINAL MISCONDUCT WAIVER DOCUMENTATION	State Misc	
CO NC	COURT ORDER (NAME CHANGE)	State Misc	
DA 5252-R	STATEMENT - EVIDENCE OF CITIZENSHIP STATUS	State Misc	
DA 5500-R	BODY FAT CONTENT WORKSHEET (MALE)	MOB Record	
DA 5501-R	BODY FAT CONTENT WORKSHEET (FEMALE)	MOB Record	
DCG CCW	DCG CRIMINAL CONDUCT WAIVER	State Misc	
DD 2480	REPORT OF DENTAL EXAMINATION	Dental	
DD 2489	DOD MEDICAL EXAMINATION REVIEW BOARD FARNSWORTH LANTERN AND RED/GREEN COLOR VISION TESTS	Health	
DD 2792-1	EXCEPTIONAL FAMILY MEMBER	Health	
DESP	DEPLOYMENT EXTENSION STABILITY PAY	Service	
DIPLOMA DC	DEGREE CREDENTIAL	State Misc	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DOCS CASP	DOCUMENTS FOR CIVILIAN ACQUIRED SKILLS PROGRAM	State Misc	
DRIVERS LIC	COPY OF DRIVERS LICENSE	State Misc	
EMS 1607	ELIGIBILITY FOR MOBILIZED SOLDIER	Service	
EVD	EDUCATION VERIFICATION DOCUMENTS	State Misc	
FPD DIPLOMA	FIRST PROFESSIONAL DEGREE	State Misc	
HIV	HIV TEST STATEMENT	Health	
HS LETTER	H.S. LETTER	State Misc	
HS TRNSCPTS	HIGH SCHOOL TRANSCRIPT	State Misc	
LSD	LEGAL SEPARATION DECREE	State Misc	
MED/INTERN DATA	MEDICAL SCHOOL AND INTERNSHIP DATA	Service Misc	
MRW	MEMORANDUM REQUESTING WAIVER	State Misc	
MSDPP	MEDICAL SUPPORTING DOCUMENTATION PRIVATE PHYSICIANS	State Misc	
NG OR ST-AM	AMENDMENT OF STATE APPOINTMENT ORDER - ARMY NATIONAL GUARD	Service	
NGB 0122E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	Service	File according to purpose as follows: a. Initial appointment (INIT APPT) b. Appointment from USAR (APT FR USAR) c. Reappointment (REAPT FROM USAR) d. Change of State (CH OF ST FR...) e. Promotion (PRM)
NGB 0123E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	Service	File according to purpose as follows: a. Change of Branch (BR CH FR...) b. Transfer to the Inactive National Guard (TRF TO ING) c. Transfer from the Inactive National Guard (TRF FRM ING) d. Federal recognition withdrawal (FED RECOG WD)

DOCUMENTS REQUIRED FOR FILING IN iPERMS

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS <u>(USED ONLY BY NATIONAL GUARD BUREAU)</u>			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 0126E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	Service	File according to purpose as follows: a. Amendment to NGB 0122 or 0123. File in same folder location as the order being amended. b. Retention in active status c. Name change
NGB 1210	OFFICER RESIDENT PROFESSIONAL MILITARY EDUCATION APPLICATION	Service Gen	
NGB 173-1	RETENTION INTERVIEW FORM	MOB Record	
NGB 21-1	ARMY NATIONAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT	Service	
NGB 22	REPORT OF SEPARATION AND RECORD OF SERVICE	Service, Mobilization/ Deployment	
NGB 22-5-R	APPROVAL & ACCEPTANCE FOR INTERSTATE TRANSFER	Service	
NGB 22A	CORRECTION TO NATIONAL GUARD BUREAU FORM 22	Service, Mobilization/ Deployment	
NGB 23-C	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT - APPLICATION FOR RETIRED PAY	Service	
NGB 23-D	ARMY NATIONAL GUARD RETIREMENT POINTS ACCOUNTING - NOTIFICATION OF ELIGIBILITY FOR RETIRMENT PAY - 60	Service, Mobilization/ Deployment, Finance	
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	Service, Mobilization/D eployment, Finance	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 23A1	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT	Service, Mobilization/Deployment, Finance	
NGB 23B	ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT	Service, Mobilization/Deployment	
NGB 27	FEDERAL RETENTION EVALUATION/RECOMMENDATION	Service	
NGB 333	DISCRIMINATION COMPLAINT IN THE ARMY AND AIR NATIONAL GUARD	Service Gen	
NGB 335	REPRISAL COMPLAINT ADVISEMENT AND ELECTION FORM	Service Gen	
NGB 337	OATH OF OFFICE NATIONAL GUARD OF US	Service	
NGB 34-1	APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION	Service Gen	
NGB 348	LINE OF DUTY DETERMINATION	Restricted	
NGB 36-2	ANG HP LOAN REPAYMENT PROGRAM WRITTEN AGREEMENT	MOB Record	
NGB 36-3	ANG CASH BONUS FOR SELECTED HEALTHCARE PROFESSIONALS WRITTEN AGREEMENT	Finance Record	
NGB 4100	PROMOTION RECOMMENDATION	Mobilization/Deployment	
NGB 438	HON DISCH FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA ANG	Service	
NGB 438A	HON DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES	Service	
NGB 439	GEN DISCH UNDER HON CONDITIONS FROM THE UNITED STATES OF AMERICA - AIR NATIONAL GUARD	Service	

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DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 439A	GEN DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES OF AMERICA	Service	
NGB 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Service Gen	
NGB 5435-1-R	STATEMENT OF UNDERSTANDING - ARNG MONTGOMERY GI BILL KICKER PROGRAM	Service	
NGB 55A	HON DISCH FROM THE FEDERALLY RECOGNIZED ARMED FORCES OF THE US OF AMERICA - ARNG	Service	
NGB 55B	HON DISCH CERTIFICATES, RETIRED RESERVE	Service	
NGB 56A	GENERAL DISCHARGE FROM THE FEDERALLY RECOGNIZED ARMY NATIONAL GUARD	Service	
NGB 590	STATEMENT OF UNDERSTANDING OF RESERVE OBLIGATION AND RESPONSIBILITY	Service	
NGB 594	CIVILIAN ACQUIRED SKILLS PROGRAM - ARMY NATIONAL GUARD	Service	
NGB 594-1	SIMULTANEOUS MEMBERSHIP PROGRAM - ARMY NATIONAL GUARD	Service	
NGB 594-4	SPLIT OPTION TRAINING - ARMY NATIONAL GUARD	Service	
NGB 594-4-R	SPLIT TRAINING OPTION	Service	
NGB 5A	RE-DESIGNATION	Service Gen	
NGB 60	REQUEST FOR CLEARANCE FROM US ARMY RESERVE	Mobilization/ Deployment	
NGB 600-7-1-R-E	ENLISTMENT BONUS ADDENDUM	Service	
NGB 600-7-2-R-E	CIVILIAN ACQUIRED SKILLS PROGRAM BONUS ADDENDUM	Service	
NGB 600-7-2-R-E OPSB	CIVILIAN ACQUIRED SKILLS PROGRAM BONUS ADDENDUM	Service	

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NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 600-7-3-R-E	REENLISTMENT/EXTENSION BONUS ADDENDUM ARMY NATIONAL GUARD OF THE UNITED STATES	Service	
NGB 600-7-3-R-E PSB	REENLISTMENT/EXTENSION BONUS ADDENDUM ARMY NATIONAL GUARD OF THE UNITED STATES	Service	
NGB 600-7-4-R-E	AFFILIATION BONUS ADDENDUM	Service	
NGB 600-7-5-R-E	STUDENT LOAN REPAYMENT PROGRAM ADDENDUM	Service	
NGB 602	BAR TO REENLISTMENT/IMMEDIATE REENLISTMENT	Service	
NGB 62	APPLICATION FOR FEDERAL RECOGNITION NATIONAL GUARD OFFICER/ WARRANT FOR APPOINTMENT	Service Gen	
NGB 64	APPLICATION FOR TRAINING	Service	
NGB 66	EXTENSION OF ENLISTMENT IN THE AIR NATIONAL GUARD AND A RESERVE OF THE AIR FORCE	Service	
NGB 78	RECOMMENDATION FOR PROMOTION TO 1LT	Service	
NGB 89	PROCEEDING OF FEDERAL RECOGNITION EXAMINATION	Service	
NGB 89A	CERTIFICATE OF ELIGIBILITY	Service	
NGB 999	CERTIFICATE OF RETIREMENT	Service	
NGB ABSENCE	DOCUMENTS THAT CORRECT UNEXCUSED ABSENCE STATUS	Service	
NGB BRANCH	LETTER DESIGNATING ARMY NATIONAL GUARD BRANCH, AREA OF CONCENTRATION, FUNCTIONAL AREA	Service	
NGB OR AMD	AMENDMENT ORDER	Mobilization/ Deployment	
NGB OR LATA	AMENDMENT TO LATERAL APPOINTMENT ORDERS	Mobilization/ Deployment	
NGB ORD1	STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Service	
NGB ORD1-AM	AMENDMENT TO STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Service	

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NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS <u>(USED ONLY BY NATIONAL GUARD BUREAU)</u>			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB ORD2	ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS OF AN ARMY NATIONAL GUARD OFFICER	Service	
NGB ORD2-AM	AMENDMENT TO ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS ARMY NATIONAL GUARD OFFICER	Service	
NGB ORD-ATT	ATTACHMENT ORDERS	Mobilization/ Deployment	
NGB ORD-LAT	LATERAL APPOINTMENT ORDERS	Mobilization/ Deployment	
NGB ORD-ST	STATE APPOINTMENT ORDER - ARMY NATIONAL GUARD	Service	
OCCU PRG CERT	OCCUPATIONAL PROG. CERT.	State Misc	
OPTO SCREENING	REPORT OF OPTOMETRIC SCREENING	Health	
PASSPORT	U.S. PASSPORT	State Misc	
PRIOR SERV RCRDS	MISCELLANEOUS RECORDS SUPPORTING PREVIOUS SERVICE	State Misc	
SLD1	STUDENT LOAN DEFERMENT 1	State Misc	
SLD2	STUDENT LOAN DEFERMENT 2	State Misc	
SLD3	STUDENT LOAN DEFERMENT 3	State Misc	
SRIP TERM	SRIP TERMINATION	MOB record	
ST AWD CERT	STATE AWARD CERTIFICATE	State Awards	
ST AWD ORD	STATE AWARD ORDER	State Awards	
STATE INCTV FORMS	STATE INCENTIVE FORMS	State Misc	
TUITION REM	STATE TUITION REIMBURSEMENT	Service, State Misc	
TVM	TELEPHONIC VERIFICATION MEMORANDUM	State Misc	
UF 1241 SHIP	UF 1241 SHIP	State Misc	
UNIT VAC STMT	UNIT VACANCY STATEMENT	State Misc	
USAFAC 3098	SURE PAY STATEMENT OF UNDERSTANDING	Finance Record	
USAREC 1241	TATTOO SCREENING	State Misc	
USAREC FL 146-R-E	RELEASE OF ARREST INFORMATION	State Misc	

DOCUMENTS REQUIRED FOR FILING IN iPERMS

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC FL41	JUVENILE RECORDS CHECK	State Misc	
WEIGHT PGM	WEIGHT CONTROL PROGRAM DOCUMENTS	Mobilization/ Deployment	

